

## Daily Standup Meeting Minutes

**Attendees:** Aykhan Pashayev, Charlie Iglesias, Cheng Zhang, Alex Linghay Eng, Nicolas Su Nobrega

**Start Time:** 7:30 PM EST

**End Time:** 8:00 PM EST

Aykhan Pashayev:

- How many hours did I work since the last meeting?
  - I worked for 3 hours.
- What was done since the last scrum meeting?
  - Reviewed and tested UI dashboard design.
- What is planned to be done until the next scrum meeting?
  - Will work on implementing AI chat bot as new tab.
- What are the hurdles?
  - No hurdles.

Charlie Iglesias:

- How many hours did I work since the last meeting?
  - I worked for 3 hours since the last meeting
- What was done since the last scrum meeting?
  - I worked on the controls and assurances section for the documentation
- What is planned to be done until the next scrum meeting?
  - I will try to finish up the controls and assurances section for the documentation
- What are the hurdles?
  - None

Cheng Zhang:

- How many hours did I work since the last meeting?
  - I worked 3 hours.

- What was done since the last scrum meeting?
  - Fixed some bugs of the UI Dashboard part.
- What is planned to be done until the next scrum meeting?
  - Keep improving the UI part Dashboard part.
- What are the hurdles?
  - No hurdles at this time.

Alex Linghay Eng:

- How many hours did I work since the last meeting?
  - 3 hours
- What was done since the last scrum meeting?
  - Poster designing on a computer this time
- What is planned to be done until the next scrum meeting?
  - More poster designing and back on my phone
- What are the hurdles?
  - I'll be back on my phone again

Nicolas Su Nobrega:

- How many hours did I work since the last meeting?
  - 1 hour
- What was done since the last scrum meeting?
  - I ran demo walkthrough and verified UI-API flow
- What is planned to be done until the next scrum meeting?
  - I will address any feedback from the demo
- What are the hurdles?
  - No hurdles